

ORANGE LUTHERAN ALUMNI

Class Reunion On-Campus Procedure

Hosting a Reunion on Campus

The idea of hosting a party at your alma mater with all your old high school friends sounds like a fun way to mark your monumental reunion year! There are a few things to consider before you start planning:

1. **Fees** - While there is no venue fee to host your reunion on campus, there are a few costs (between \$300-400) that you will need to underwrite in your reunion budget.
 - a. Custodial Clean-Up \$200
 - b. Campus Safety (\$30/hour x 4hrs) \$120
2. **Alcohol** - Only beer and wine are permitted on campus. No hard alcohol. You will need to obtain a temporary liquor license from ABC (Alcoholic Beverage Control) that costs \$50. Visit the ABC website - <https://www.abc.ca.gov/licensing> - and use Form ABC 221. This must be submitted to ABC and approved at least 10 days prior to your reunion.
3. **Time Limit** - Due to noise ordinances, all amplified music must be off by 10:00pm. This is also the same time that all guests must exit the facilities.
4. **Set-up and Breakdown** - You will be responsible for the set-up and clean-up for your event. This includes moving furniture or tables into the location they were prior, or picking up and throwing away any trash generated from the event.

Orange Lutheran High School Alumni Reunion Support

We want to support a successful reunion! Here's what we can help you with:

- Online registration and credit card payment website
 - Funds received by OLu on your behalf regarding the reunion will be reimbursed back to you with appropriate receipts corresponding to the expenses related to the event
- Email marketing blasts to all alumni in your class
- On-campus facilities rental coordination
- Social Media engagement

If this sounds good, follow the steps below to get your reunion planning on its way!

Step 1: Choose your top 3 dates and times

The first priority for events on campus goes to current students and on-campus activities. When you have narrowed down 3 options that work for your planning committee, contact kelly.early@lhsoc.org at least 6 months prior to the dates you are requesting. Your date will not be confirmed until at least 3 months prior to the event date. Reunions in June and July have better availability since school is out of session.

Step 2: Submit a Facility Use Request Form

Once your date has been confirmed, you will be sent a Facility Request Form. Complete the form and remit to kirsten.resha@lhsoc.org. After the form is received, an event contract will be generated for a committee representative.

Step 3: Confirm Facility License Agreement

Review the terms and conditions of the contract and resubmit to kirsten.resha@lhsoc.org. Please note, there is no rental fee for reunions, however, the event is subject to the following:

- Custodial Clean-Up \$200
- Campus Safety (\$30/hour x 4hrs) \$120

Reunion Do's and Don'ts

DO:

- Consider hosting your reunion in the summer or near a major holiday. It gives classmates that live out of town a chance to combine a trip, therefore saving them money.
- Keep the venue in proportion to your class size. You don't need a full ballroom at a hotel for a class of 125.
- Look to use local restaurants. Many have private spaces for 20-100 guests. They will be happy to work with you to create an amazing menu and evening for your reunion.
- Use Facebook, Instagram, and LinkedIn! Link your event to the Orange Lutheran Alumni Group to maximize your contact with fellow graduates. (Note: don't rely on the RSVP system for your final numbers - alumni have shown up the day of the event before!)

DON'T:

- Choose a venue that requires you to pass the costs on to your classmates. \$75/person is not reasonable in any economic time.
- Wait until the last minute. Your classmates could live all over the country and need time to plan a trip. Send "Save the Date" postcards and emails out at least 3 months in advance.
- Take on the job of planning a reunion by yourself. Enlist 3-4 friends from your class to make the work light for everyone!